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MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Operating Division Training Officers' Meeting
of 20 January 1956

1. Attendance:

[Redacted]

2. A&E Functions: [Redacted] spoke on the functions, activities and services of his Staff, saying that they were developing assessment and evaluation techniques to a fine point but that they believed they could have a broader scope of study. He suggested to the Training Officers that if A&E could render assistance in special research studies that they would be happy to undertake them. For an example he mentioned the Study which his Staff had completed for the Cable Secretariat, and how it had assisted in pinpointing the proper qualifications for cable analysts.

He mentioned briefly the values of assessment and course evaluations, suggesting to the Training Officers that if questions arose regarding them for professional personnel that members of his Staff would be happy to discuss them. Appointments may be made by calling extension [Redacted]. However, questions regarding non-professional personnel are handled by [Redacted] and his Staff, who may be reached on extension [Redacted].

[Redacted] plans to speak to the Training Officers at a later date at which time he will go into detail on the assessment and evaluation techniques.

3. Medical Clearances for [Redacted] Trainees: The Chairman advised that part of the registration procedure for trainees going [Redacted] would be a medical evaluation and clearance by the ~~medical~~ office. Training Officers will be asked to make out requests on Form #259, beginning with those students who will be scheduled for the Operations Familiarization Course No. 3, 12 April-11 May 1956.

While it is thought there will be no delay involved on the part of the Medical Offices in making their evaluation, in order to facilitate matters it was suggested that Training Officers should complete and forward to the Medical Office Form #259 at the time a student is registered for [Redacted] training. A memorandum outlining this procedure was approved by the Training Officers shortly. No one present ~~voiced~~ any objections to the proposal.

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4. Attendance at lectures of the National War College: The Chairman stated that individuals who desire to attend lectures at the National War College must give OTR at least one week's notice of their intention. If they do not their requests will not be honored.

5. Action Courses: [] recommended to the Training Officers that they forward their requirements as soon as possible.

6. Registration procedures for language training: [] wished to emphasize the fact that language study training requests, in order to be properly filled out, must include instructor's signature, the supervisor's signature and the training experience, unless there has been a recent training request. Requests should reach OTR/Registrar before the beginning of the course, or before a self-enrollee starts his study, via the Senior Staff Training Officer concerned. It was recommended that the Training Officers keep themselves informed as to students' progress, and in the case of drop-outs, to notify the appropriate Senior Staff Training Officer. The Chairman advised that OTR/LETS would soon submit a periodic report to TRO's on language trainees' status, absences, performance, etc. In addition LETS is giving telephone advice to TRO's when students are absent.

8. Operations Familiarization Course: The Chairman announced that henceforth the Operations Familiarization Course [] and registration for a portion will not be considered.

10. [] said that Mr. Helms was planning to speak to the 7 February Dependents' Briefing program which is indicative of his endorsement of the Program. She urged full attendance.

11. [] announced that Operations Course #2 would be scheduled beginning 4 June and will run through 28 September 1956.

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